

Minutes
Program Simplification Subcommittee
October 10, 2002
State Capitol, Room 225 NW

Attendees:

Carol Amelong, DHCF/BIMA/QC
Jonathan Bader, WISCAP
Shirin Cabraal, LAW
Christopher Conor, DOA
Alesia Daniel, Milwaukee Co.
Monica Danley, UMOs
Joanne Faber, Washington Co.
Jon Janowski, Hunger Taskforce

John LaPhiliph, DHCF/BHCE
Sue Moline-Larson, LOPPW
Carol Medaris, WCCF
Amy Mendel-Clemens, Call Center
Wendy Metcalf, Marquette Co.
Sara Pynenberg, DHCF/BIMA/FS Policy
Sara Schackleton, Dane Co.
Rick Zynda, DHCD/BIMA – Chair person

Unable to Attend:

Dick Buschmann, Community Advocate
Brian Fangmeier, DHCF/BIMA/QC
Jim Jones, DHCF/BHCE
Deb Lyons, DHCF/BHCE

Diane Northrup, St. Croix Co.
Marilyn Rudd, DHCF/BIMA
Beth Smith, AFSCHME
Edie Sprehn, DWD/BDWS

Introductions – Rick Zynda

The third Program Simplification meeting was held on October 10, 2002, in Madison – Co-chairs are Rick Zynda, BIMA & Joanne Faber, Washington County. Fifteen of the members attended, which includes staff from state, local agencies and Community Based Organizations.

▪ **Travel Reimbursement Reminder – Rick Zynda**

- Rick passed out mileage forms and gave instructions how to fill them out. They must be submitted with receipts so hold on to them.

▪ **Approve September Minutes – All**

- Remove Carol Medaris from unattended, she was present.
- Sara wanted to clarify Section 4102 – Definition of Income. It was decided to think more about items like profit sharing. It was intended to align policy with the other programs not just to disregard.

▪ **Application Revision Project Status – Sara Pynenberg**

- Kleimann Communications are reviewing and making recommendations for revisions to the simplified Food Stamp only application. Some of their ideas are usable; however, some will not be able to be implemented due to not meeting federal regulations for the language required.
- The intention is to keep this application as short as possible and still make it user-friendly. Some part of it will be for the client to tear off and keep for their information. Sara Pynenberg is meeting with Medicaid staff concerning their simplified application form, and will email the first draft of the FS application as it becomes available.

▪ **Application Revision Project Status (continued)** – Sara Pynenberg

- An issue was raised about clients understanding some statements on the application by initialing or checking them off. It is intended that they read these as they initial them. Some clients may be unable to read or understand these statements and for those clients someone will need to be available to interpret this part as well as help them with the rest of the application.
- This will now mean that there is no longer a combined application form, at least in printed format. The interactive interview is still a combined application.

▪ **Communications Workgroup Status** – Amy Mendel-Clemens

- Sent out a survey to local agencies on methods of communication and received good responses and interesting comments. Generally speaking, they liked communication online and info that comes to them automatically. Intranet and extranet are used for delivery of this information.
- A report on this was sent to BIMA management to have them look at it and next month she will have more info for this group.
- The online Food Stamp handbook was discussed. The CARES and policy coordinators get emails that this has been updated and they can view the green sheets online also as to specific changes within each release.

▪ **FS/Medicaid Asset/Income Policy/Issue Paper Status** – Sara Pynenberg/Vicki Jessup

- Sara updated the group on the asset policy changes. The new Farm Bill gives us more discretion as to what can be excluded. The Division has approved the committee's recommendations for a simplified definition of countable assets. FNS will be notified of the revised policy.
- CARES must support the changes before the policy can be implemented - otherwise this will be very error prone. This will likely occur in the spring of 2003, due to other high priorities.
- FS & Medicaid Policy Analysts are meeting to discuss the income definitions for MA/FS and the possibilities for program alignment. More information will be available for the November meeting.
- There will be many demands for CARES testing in the next 3 to 4 months: SSI automated update, Family Planning Waiver and EBT/Notices Address Automation (Finalist software). There is also work to be done on alerts, updating these and getting rid of some alerts that are meaningless for the workers.

- **Child Support Payments Status – Sara Pynenberg**

- There was discussion regarding this option to count child support payments as an exclusion rather than deduction. It was estimated that there may have been more than 200 Assistance Groups that could have potentially been eligible for Food Stamps if the child support payments had been budgeted in this manner. Sara requested a cost estimate from Deloitte for CS payment exclusion and should also have that prior to our next meeting.
- Again, this change cannot happen overnight due to large testing demand in the near future. The Business Area Managers meet with Deloitte to set priorities as to each of their own different areas, needs are now being discussed amongst all areas so that the concerns are heard by all.

- **Change Reporting Options – Sara Pynenberg**

- Sara gave the group some reference materials from research completed in earlier work. One of the handouts featured the different options that other states have implemented. Now with the new Farm Bill, we have options that would change the certification periods. This group will need to list pros/cons for each option and much discussion will need to take place.
- The new Change Center in Milwaukee was discussed. Rick explained how it was implemented, and how it works. There are plans to move it from its present location. There will be ongoing evaluation of how well it works. Dane County will also be implementing their new change center soon.

- **Next Meeting – Date/Time**

- Thursday, November 14, 2002 in the State Capitol, room 225NW, from 12:20 – 3:00